



UNITED STATES MARINE CORPS

15TH MARINE EXPEDITIONARY UNIT

UNIT 42530

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MARINE EXPEDITIONARY UNIT BULLETIN 4400

From: Commanding Officer

To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR SECONDARY REPAIRABLE (SECREP)
RECEIPT AND ISSUE MANAGEMENT

Ref: (a) MCO P4400.150E

(b) UM 4400-124

Encl: (1) 15th MEU SECREP Coordination Point of Contact List

1. Purpose. To publish SOP for the processes for requesting, receiving, issuing, and transferring Secondary Repairable parts within the 15th MEU.

2. Background. In lieu of the implementation of the Global Combat Support System-Marine Corps (GCSS-MC), the processes and procedures for requesting, receiving, issuing and transferring SECREPs parts within the 15th MEU have been revised and updated in accordance with ever changing policies and directives that govern the proper tracking of these assets. The following direction has been screened by the subject matter experts within the 15th MEU and will outline the SOP for execution within the 15th MEU. This SOP will utilize a step-by-step approach beginning with paragraph (3) below and continuing to subparagraph (k). The target audiences for these procedures are the supported and supporting logistics elements of the 15th MEU.

3. Action. The 15th MEU SECREP Block procedures will go as follows until further notice:

a. The requirement is identified by the Combat Logistics Battalion-15 (CLB-15) Maintenance Detachment that a SECREP exchange is required.

b. The information for the SECREP (NIIN, Qty) will be forwarded to the CLB-15 Supply Representative aboard the respective ship.

c. The supply representative will screen the SECREP Block for the required item. Meanwhile, CLB-15 Maintenance personnel can continue their required actions and transact the SECREP exchange in GCSS-MC.

d. If the SECREP is in the block, the supply representative will notify the POCs at the Repairable Issue Point (RIP) (Carbon Copied (CC'ed) the other supply representatives) to have them move the requisition to the SECREP block (AAC-MMG815). The requisition number (document number) will be provided by the CLB-15 maintenance detachment in this case. Once moved the supply representative is able to release the sales order and fill the requisition, which will give them the appropriate 1348. Serial numbers must be scrutinized when transacting and ensure they match the 01A. Whether or not the SECREP is an Electronic Key Management System (EKMS) item needs to be identified at this time. If so, it will require special instructions.

e. The maintenance detachment will provide the SECREP exchange letter (attached) and sign for the serviceable SECREP. Maintenance will also turn in the unserviceable SECREP into Supply.

f. The SECREP exchange letter will require the CLB-15 Supply Officer's signature authorizing the action BEFORE the unserviceable SECREP is sent back to the RIP. The turned in SECREP item (bad item) received by supply will be taken by a supply representative to the Technical Assistance Repairable Processing (TARP) representative/DLR Manager on each respective ship for proper packing and packaging of the item. A copy of all supporting documentation will go inside the container and the container will be addressed in accordance with the addressee's RUC data supplied with the attached SECREP exchange letter. The TARP Representative/DLR Managers will use Equipment Retrograde Management System (ERMS) to acquire the addressee's RUC in order to obtain the current and accurate address that will be placed on the outside of the container to be shipped.

g. If the SECREP was not an EKMS item, the supply representative will sign over the unserviceable SECREP to the appropriate DLR Manager on the ship (see enclosure 1). Once the supply representative turns over the item to the TARP representative/DLR Manager and receives the 1348, the TARP representative/DLR manager will input the item into the ERMS System. The supply representative will obtain the ERMS tracking number from the TARP representative/DLR Manager, scan the 1348 that the TARP representative/DLR Manager signed, and send them to the RIP via electronic mail (e-mail) ensuring that ALL involved parties are CC'ed in the e-mail (supply, TARP, RIP, and maintenance Representatives).

h. Once signed over to the Advance Traceability and Control (ATAC)/DLR Manager, the supply team will contact the RIP to send out the replenishment, which will be tracked in ERMS.

i. If the SECREP turned in was an EKMS item, it will not be turned into the ATAC representative. Supply will contact the MEU EKMS manager via the EKMS representative aboard the supply representative's ship and provide the information for the SECREP turned in as well as the SECREP to be issued (NIIN, S/N, QTY). The supply representative will perform this entire action in close coordination with the EKMS representative to ensure that the appropriate process and paperwork is being done. Supply will follow the packaging procedures in subparagraph (f) by allowing the TARP/ATAC representative to properly package the item. Supply will then submit a PAX, Mail or Cargo (PMC) request to move the unserviceable SECREP off ship and to our expeditors ashore. Before the item leaves the ship, the EKMS manager will provide the SF153 for the transfer. This must be enclosed with the unserviceable SECREP along with the 1348 from the exchange. Once the SF153 is received the SECREP can be sent to the expeditors. Now that the unserviceable SECREP is en route and in ERMS, Supply will contact the RIP in regards to the sending of the replacement. Once the expeditors receive the unserviceable SECREP, they will ship it via registered mail back to the RIP. In order to do so, they will need to coordinate with the nearest U.S. Embassy. The Embassy process will be worked in liaison with our TARP representative.

j. Lastly, all paperwork from inbound and outbound SECREPs requires 1348's with signatures at minimum (SF153 from EKMS manager if it's EKMS). For EKMS, only a SF153 from EKMS manager will be acceptable. This paperwork along with the SECREP exchange letter needs to be retained in an appropriate filing system as we will be reconciling upon return. When sending SECREPs to

the RIP, ensure the 1348 is attached so they are able to transact on their end appropriately.

k. The point of contact regarding these instructions is the CLB-15 Supply Officer First Lieutenant Gary Baxter at gary.baxter@peleliu.usmc.mil.

4. Applicability. This bulletin is applicable to all Marines, Sailors, DoD civilians, and Contractors permanently assigned or temporarily attached to the 15th MEU and its MSEs, and is effective on the date signed.


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